* Employee Profile

The employee profile allows the administrator to add, edit and delete employee/s information as recorded to the database. It can run at any time and can be used to verify your current information about the employees.

1. Press the button ‘Add’ (Alt + A) then fill all the fields needed and press the button ‘Save’ to store the information on the rightmost pane of the system.
2. Select one employee on the rightmost pane of the system and press the button ‘Edit’ (Alt + E) then edit the information you want to change. Press ‘Save’ button if you’re done.
3. Select one employee on the rightmost pane of the system and press the button ‘Delete’ (Alt + D) to remove the employee in the database and then press ‘Save’ button if you’re done.
4. Press the button ‘Refresh’ to clear all the fields and update the database.
5. Click ‘Close’ to back on the main form

* Payroll

The financial records for employee wages/salaries, withholding, deductions, bonuses, pay for time not worked (holidays, vacations, sick time, etc.) and other items on employee paychecks. It is the record of total earnings of all employees.

1. Select ‘Create Payroll’ then hit the ‘Ok’ button and put the Payroll period on the textbox and press again ‘Create Payroll’ button. On the “Create Payroll” menu just press ‘Add new’ then select the employee’s name and press ‘Compute’ then ‘Save’ button to add the information to database. Note: Do the same procedure to each employee.
2. On the ‘General Payroll Reports’ menu just select the payroll period on the dropdown list and press ‘Print Reports’ to view the general reports of the employees’ salaries whereas ‘Print Payslip’ to view the payslip of each employee.

* Maintenance

To maintain the quality and the availability of the data on the system.And to get a reliable source of information.

1. Select ‘Back-up Database’ option on the Maintenance menu then press the ‘OK’ button and select the location where you want to put your backup file and press ‘Backup’ button to create a backup file.
2. Select ‘Restore Database’ option on the Maintenance menu then press the ‘OK’ button and find the backup file and click ‘Restore’ to restore the backup of the system.

* Daily Time Record

Record that keepsthe daily record of the time worked by an employee or the time of his arrival and departure.

1. On the “Daily Time Record” menu choose ‘Time Sheets’ and then click the ‘OK’ button. Then on the “Time Sheets” menu you can manipulate the data of certain employee by selecting its name. By there you can edit the time when he/she is not able to log-in. If you’re done editing just hit the button ‘Update’(Alt + U) then press ‘Save’.
2. On the “Daily Time Record” menu choose ‘Daily Time Reports’ and then click the ‘OK’ button. On that menu just select day what you want to view and then you can press the button ‘Print’ to have a hard copy of that report.
3. And also on the “Daily Time Record” menu choose ‘Summary of Daily Time Reports’ and then click the ‘OK’ button. In this menu you can view the hours of overtime, hours late and days absent of an employee. Just click on the dropdown list and select the general reports file. If you want to print just hit the button ‘Print’.

* User Accounts

A collection of data associated with a particular user of a multiuser system. Each account comprises a user name and [password](http://www.encyclopedia.com/doc/1O11-password.html), and defines [security](http://www.encyclopedia.com/doc/1O11-security.html) access levels. The [system administrator](http://www.encyclopedia.com/doc/1O11-systemadministrator.html) is responsible for setting up and overseeing user accounts like editing password, creating new account and deleting a user.

1. Just simply press the button ‘Create New’ (Alt + C) then put the username and password that you want to be. And press ‘Save’ button when you are already sure to that input.
2. In editing an account just select the account that you want to edit and click the ‘Edit’ (Alt + E) button then save if you’re done.
3. If you want to remove a user account there is always a ‘Delete’ button for you. Just select the user that you want to remove then press the ‘Delete’ button and choose ‘Yes’ to verify your action.
4. Click ‘Close’ button to exit on the user account menu and to go to the main menu.

* Exit

The command that is responsible for closing the program.